**Vehicle Travel Procedures for Employees of the University of Saint Mary to**

**Transport Students or Employees of the University**

The University of Saint Mary (USM) seeks to promote safe travel for all students and employees attending campus-related activities. Students who drive their own vehicles or ride in the vehicle of an individual not employed by or contracted by USM, whether for a school-related activity or otherwise, assume the risk thereof and USM assumes no liability in the case of accident or injury to either driver, passenger, or third parties.

For employees of USM, including faculty, staff, student workers, or volunteers, the following Procedures apply.

**Definitions:**

Employee: For purposes of the Vehicle Travel Procedure, an Employee is defined as faculty, staff, student worker including graduate assistant or graduate teaching assistant, or anyone contributing services to USM in exchange for pay.

School-Related Activity. School related activities include, but are not limited to, class-related field trips, academic conferences, Student Life activities, mission trips, and athletic events.

Approved Driver’s List: An annual list of drivers approved to transport students and employees of USM to school-related activities. Drivers are only approved to drive within the continental United States.

Approved Driver’s List for Rental Vehicles: An annual list of drivers approved to transport students and employees of USM to school-related activities in a rental-vehicle they are driving. Drivers are only approved to drive within the continental United States.

Approved Vendor’s List: An annual list of vendors approved by USM and its insurance carrier to transport students and employees to school-related activities.

**Procedures Terms and Conditions:**

Employees who operate privately-owned, USM-owned, or rental vehicle during the performance of their university work-related tasks are required to abide by the terms and conditions of the Vehicle Travel Procedures. Employees are to acknowledge receipt thereof and provide the required certifications. These procedures are solely related to the transport of students and employees to school-related activities and in no way constrain the employee in the course of private, non-USM related activities or associations. The decision by employees to voluntarily attend school-related activities such as athletic events, concerts, and conferences are not covered by this policy unless they are transporting students, not related to them. In other words, carpooling to a basketball game or Fine Arts program with other USM employees is not covered by the Vehicle Travel Procedures. These are voluntary activities and driver and passenger solely assume the risk of these activities.

No Employee may transport a student or fellow employee to a school-related activity unless they are listed on the Approved Driver’s List. Minimum qualifications for a Driver are:

* Driver must have a valid United States driver’s license;
* Driver must be at least twenty-one (21) years of age;
* Driver must be on the Approved Driver’s List for the fiscal year, i.e., July 1 through June 30.

**Authorization to Transport Students:**

In order to transport students off campus, whether in a private, USM, or rental vehicle, written authorization must be obtained from the Vice President in the appropriate area no less than seven (7) business days prior to the event. Requests for Authorization must include: Destination, Purpose, Dates of Travel, Estimate Times of Departure and Return, Means of Transportation, Names of All Students, Faculty and Staff traveling, Contact information (cell phone) for the Primary Contact, and whether the Driver or Drivers are on the Approved Driver’s List.

**Approved Driver’s List:**

To be placed on the USM Approved Driver’s List an employee must:

* Provide a copy of a valid driver’s license to Office of Chief Financial Officer.
* Be 21 years of age.
* Take “Be Smart-Drive Safe” and “Passenger Vans” on-line driving course offered by Catholic Mutual Insurance. (Click here for the “Be Smart – Drive Safe” End User Instructions)
* Certify that he or she is not taking medication nor has a medical condition that would impair his or her ability to drive.
* Certify they carry sufficient insurance on their non-USM vehicle with the Catholic Mutual recommendations of: Bodily Injury of $100,000/$300,000 and Property Damage of $100,000, or no less than the minimum state requirement of: Kansas/Missouri – Bodily Injury of $25,000/$50,000 and Property Damage of $10,000.
* Certify that within the past 36-months they have not had or participated in any of the following:
  + Felony conviction
  + Sale, handling, or use of illegal drugs
  + Any lapse in continuous automobile insurance coverage.
  + Conviction for an alcohol-or drug-related offense while driving
  + Driver’s license suspension or revocation
  + Been involved in two (2) or more chargeable accidents
  + Three (3) or more speeding violations or one (1) or more “major moving violations”
    - Examples of “major moving violations” include:
      * Hit and run or leaving the scene of an accident
      * Implied Consent Refusal (refusal to take blood alcohol test)
      * Any felony, homicide or manslaughter involving use of motor vehicle
      * Racing or excessive speeds (fifteen (15) mph over the speed limits)
      * Reckless, negligent, or careless driving.

**NOTE:** During the course of the year, should any of the above circumstances arise, an Employee on the Approved Driver’s List is responsible to notify the Office of the Chief Financial Officer whereby they will be removed from the Approved Driver’s List. For vehicle travel safety purposes, USM will periodically audit information supplied by an employee to be an Approved Driver.  Discrepancies between the information supplied by Employee and the audit will be identified and discussed with Employee.  Discrepancies will be handled in accordance with the applicable employee policy(ies).

**Approved Driver’s List for Rental Vehicles:**

To be placed on the Approved Driver’s List for Rental Vehicles an employee must:

* Employee certification of sufficient insurance must be on-file.
* The insurance coverage of the owner of the vehicle is primary coverage in the event of any accident or injury.
* Complete the be a safe driver course

**Rules Specific to Transporting Students or Employees in Non-USM Owned Vehicles:**

* Employees must be on the Approved Driver’s List
* Have written authorization from the Vice President of the appropriate area for the use of Non-USM owned vehicles to transport students and/or employees to a school-related activity.
* USM assumes no liability for bodily injuries or property damage arising out of an accident occurring in an Employee’s vehicle driven by a USM student or a third party while transporting students. Drivers and passengers assume the risk in such circumstances and Employee and his or her insurance carrier are solely liable for all associated costs.
* Employee assumes all responsibility and costs associated with driving a safe and reliable vehicle. USM does not reimburse nor assume any liability for repairs, maintenance, insurance, or other costs associated with non-USM owned vehicles.

**Rules Specific to Transporting Students or Employees in Rental Vehicles:**

* Employee must be on the Approved Driver’s List for Rental Vehicles.
* Have written authorization from the Vice President of the appropriate area for the rental of a vehicle to transport students and/or employees to a school-related activity.
* USM employees are allowed to rent 12 to 15 passenger vans with prior approval. When renting, such a van, USM employees are not allowed to transport more than 12 people per vehicle including the driver.
* No employee may rent a vehicle to transport students and/or employees outside of the continental United States without express written permission of the Provost or President.
* No one may operate a rental vehicle for USM to transport students and/or employees for any reason if they are not listed on the rental agreement nor may they operate the rental vehicle.

**Traffic Accidents:**

If Employee is in a car accident while transporting students and/or employees to school-related activities, Employee must:

* Call the police whether or not injury to you or others is involved. If injuries are involved, seek immediate medical attention for injured parties.
* A police report must be filed in the case of a traffic accident. If the police decline to come to the scene of the accident, a report must be filed in person with police.
* Call the USM Chief Financial officer to immediately notify the school of the accident, however minor. At that time, please convey the names of each person you are transporting.
* Exchange vehicle identification, insurance company name and policy numbers with the other driver.
* Get the name, address and phone number(s) of the other party(s) and any witnesses, if possible.
* Take multiple photographs of the scene of the accident, if possible.
* Do not give any statements to claimants, insurance adjusters, private investigators or attorneys without first obtaining permission from the USM Risk Management office.
* Do not attempt settlement, regardless of how minor.
* Within 24-hours or as soon as possible following the accident, prepare and transmit to the USM Chief Financial officer the Driver’s Report of Accident form.
* If Employee is driving a rental vehicle, Employee is also responsible to follow the instructions in the rental agreement for reporting accidents.

**Traffic Violations**

* USM does not reimburse for fines, court costs, parking tickets, traffic or other violations.
* Drivers are required to report any moving violations while transporting students and/or employees on school-related activities within 24-hours to the USM Risk Management officer.
* Please be aware that moving violations incurred during non-business (personal use) hours may impact Employee’s status on the Approved Driver’s List, as designated above.

**Transporting Students or Employees the Case of an Accident on Main Campus or Associated Facility**

* In the case of a life-threating or serious accident to a student or employee, call 911.
* If the student or employee is conscious and can be moved without risk of further injury, an Employee on the Approved Driver’s List may transport the student or employee to the nearest hospital or medical facility.
* As soon as practical following an accident, Employee should notify Administration of the injury and status of the student or employee.